

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

25

December 21, 2004

**FROM:** LARRY WALKER  
Auditor/Controller-Recorder

**SUBJECT:** CONTRACT WITH INLAND PRESORT AND MAILING SERVICES FOR BARCODE AND  
PRESORT MAIL SERVICES

**RECOMMENDATION:** Approve contract with Inland Presort and Mailing Services from January 1, 2005 to June 30, 2008 in an amount not to exceed \$500,000 for barcode and presort mail processing services.

**BACKGROUND INFORMATION:** Since July 2004, the Recorder's office has utilized Purchasing Department's Board-approved county contract for barcode and presort mailing services to assist in the return of recorded documents to the appropriate legal party. Because of the high volume of documents that have been recorded in recent years, utilizing the county's contract with Inland Presort and Mailing Services (Inland Presort) has proven beneficial with reduced staff overtime, reduced postage costs, reduced repetitive motion injuries and worker's compensation claims, and reduced mailing error rates.

On September 28, the Board of Supervisors approved an extension of the contract to December 31, 2004 and authorized the Purchasing Department to conduct a Request for Proposals (RFP). The RFP included mailing services for the Recorder's office. Two proposals were received in response to the RFP and a committee comprised of representatives from Purchasing and the Auditor/Controller-Recorder evaluated the proposals. The criteria for evaluation included ability to meet RFP requirements, price, quality control, technology used, experience and qualifications. Due to the preference to keep the original legal documents locally, one of the vendors declined to provide the services needed by the Recorder's office. The evaluation committee therefore recommends that Inland Presort continue to provide services to the Recorder's office. The cost proposal from Inland Presort reflected no rate increase over the previous contract.

Approval of the contract with Inland Presort will allow the Recorder to mail the property-related documents in a timely and cost-effective manner to ensure quality service to County residents.

**REVIEW AND APPROVAL BY OTHERS:** This item and contract have been reviewed and approved by County Counsel (Kevin Norris, Deputy County Counsel, 387-5441) on December 6, 2004, the County Administrative Office (Tracy Lindsay, Administrative Analyst, 387-4569) on December 7, 2004, and Purchasing (Aurelio W. De La Torre, Director, 387-2074) on December 6, 2004.

**FINANCIAL IMPACT:** Approval of this amendment will not exceed \$500,000 for the contract period of January 2005 to June 30, 2008. The amount was based on the projected volume of 1,000,000 pieces of mail with an increase every year. Adequate appropriations were included in the Auditor/Controller-Recorder's budget (AAA ACR ACR) for the current fiscal year and will be budgeted accordingly in future fiscal years. There is no additional local cost.

Page 1 of 2

Record of Action of the Board of Supervisors

25

**CONTRACT WITH INLAND PRESORT AND MAILING SERVICES FOR BARCODE AND PRESORT  
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December 21, 2004

Page 2 of 2

25

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, approves of the department's request, and recommends this action based on the vital need for the service due to the high volume of paperwork to be recorded and mailed by the Recorder's office.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Larry Walker, Auditor/Controller-Recorder, 386-8813

25